



YOUTH EMPLOYMENT COORDINATOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, coordinate and supervise the activities and staff involved in providing youth employment programs; and to perform a variety of duties relative to implementing youth employment programs.

Supervision Received and Exercised:

Receives direction from the Deputy Community Services Manager – Social Services or from other supervisory or management staff.

Exercises direct supervision over counseling staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for youth employment programs; implement policies and procedures.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Interview, assess and screen applicants for appropriate employment referrals.
- Provide employment counseling to program participants; develop and conduct job-seeking workshops for youths.
- Contact businesses in the community to locate available jobs for youths; place youths in jobs; review the work and progress of youths.

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- Develop, maintain and update information sources for youths on career development, job seeking methods, community employment resources, and other job related information.
- Develop and encourage community participation in the program through press releases, presentations and referrals.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for youth employment programs.
- Participate in the selection of staff; provide or coordinate staff training; plan, prioritize, assign, supervise and review the work of part-time counseling staff involved in the youth employment program.
- Maintain records and prepare reports of program activities.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible experience in job placement or employment programs including experience in planning and coordinating placement programs.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, social work or a related field. A Master's degree is highly desirable.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 5320

Salary Range: 31

FLSA: Exempt